

Subject: QA teleconf

Start: 10/7/2008 11:30 AM

End: 10/7/2008 1:00 PM

Show Time As: Busy

Recurrence: (none)

Organizer: Han, Linda (DPH)

October 7, 2008

Time: 11:30 am – 1 pm **Telephone number:** 410-786-3100 **conference code:** 403116

Topic: Safety program

Facilitator: Peggy DiNatale, QA MA DPH

Email: margaret.dinatale@state.ma.us phone: 617-983-6243

Agenda:

1. Describe the safety program at your facility
 - a. Safety Officer: full time or part time
 - b. Safety Committee: membership, meetings, authority, inspections
 - c. Safety SOPs:
2. Risk assessments
 - a. What risks are assessed? Biosafety, chemical safety
 - b. Who performs the assessments?
 - c. How often are they conducted?
 - d. What tools are used – in house developed risk assessment or commercial assessment tool?
3. Respiratory protection program
 - a. Who determines which tasks or laboratory areas require respiratory protection?
 - b. When respirators are required, who performs the fit testing?
 - c. What actions are taken in the laboratory environment before visitors (auditors, service representatives, visitors who are only there to see the facility) enter areas where respiratory protection is required?
 - d. What types of respirators are required for visitors?